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MEMORANDUM FOR: Chief, Plans and Policy Staff

6 February 1958

SUBJECT : Intelligence School Weekly Report #5  
31 January through 6 February 1958

I. SIGNIFICANT ITEMS: None

II. OTHER ACTIVITIES:

A. OTR Orientation and Briefing Officer

(1) General John Cassidy, Staff Director of the President's Board of Consultants on Foreign Intelligence Activities, has chosen to attend three of the lectures to be presented during the next 12-week course at SIS. One of the three is [redacted] presentation, "The Intelligence Community and the NSC today."

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(2) The scheduling of twenty Agency speakers for participation in the next Strategic Intelligence School Course has been completed.

(3) On 4 and 5 February the Dependents' Briefing was conducted for twelve wives going overseas [redacted] whose lecture has been slightly revised, received many compliments on his presentation.

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(4) On 3 February the CIA Introduction was conducted by Mr. [redacted] for 27 people.

(5) [redacted] of Central Cover Branch discussed with [redacted] the extent and quality of cover coverage in the Dependents' Briefing. [redacted] will bring the Cover Branch representative in for each of the Dependents' Briefings, even when the program is cut to one afternoon; and the Branch agreed not to send again the weakest of their three lecturers.

B. Clerical Training

(1) During the week of 27 January there were 17 people in Clerical Induction Training. Of these, two were entering class for the first time.

(2) The Clerical Orientation program was not held the week of 27 January as the Office of Personnel indicated there were not enough trainees ready for assignment to warrant holding the classes.

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(3) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees were as follows: of 7 tested in shorthand, 5 qualified; of 9 tested in typewriting, 6 qualified.

(4) On 29 January [redacted] met with [redacted] OL, in the Mail Room to bring Clerical Orientation up to date in coverage of the mail and courier services.

C. Operations Support

(1) At the request of [redacted] a student from the Office of Security who received an unsatisfactory grade in Foreign Travel and Administrative Procedures has been re-enrolled in the course.

D. Intelligence Production

(1) Intelligence Techniques #10 started on 3 February with ten JOT's enrolled.

(2) Effective Writing Course #17 began on 4 February. Of the 22 students originally enrolled, three cancelled and four were unable to attend the first day because of legitimate personal reasons. At the second meeting of the course on 6 February, the 19 students now enrolled were present.

(3) The five students enrolled in Instructional Techniques #30 completed the course on 31 January.

(4) Twenty-three students completed Writing Workshop #17 on 30 January. Because of the size of the class, it was separated into two sections, one conducted [redacted]

E. Intelligence Orientation

(1) Intelligence Orientation #18 started on 3 February with an enrollment of 90 students, the largest class since September 1957.

(2) Exhibits

a. Various DDI offices have scheduled approximately fifty-five IAC personnel to attend the Intelligence Products Exhibit on 13 February.

b. The new OSI exhibit is in the final stages of completion and will be ready for display in the 13 February exhibit.

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c. The Visual Aids Staff has been asked to prepare a series of charts to aid students and visitors in identifying the location of each exhibit on the floor of the auditorium.

(3) On 31 January [ ] briefed members of Basic Management on the contents of the two IO exhibits. Since this course will not be in session when the exhibits are presented, an invitation was extended to each student to attend.

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(4) The IO staff visited two more Agency installations last week as part of its in-service training program.

(5) [ ] the Visual Aids Staff have completed the installation of a 12" x 0" world map on the stage of the R & S Auditorium to be used as a reference in several presentations.

#### E. Management Training

(1) Basic Supervision #37 for GS 5-7 supervisors ended on 31 January with its full complement of 18 members and no absences for the two-week period.

(2) Basic Supervision #38 for GS 9-11 supervisors, scheduled for 3-14 March, has 16 members enrolled at this time.

(3) Basic Management #41 (GS 13-15) began on 3 February with 19 students enrolled. Ten units of the Agency are represented in the course.

#### III. PERSONNEL NOTES:

[ ] of the Clerical Training Faculty participated in several of the tours arranged by the Intelligence Orientation Faculty.

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B. [ ] completed an outside graduate training course at George Washington University, entitled "Seminar: Test Construction," with a rating of "Excellent." In addition to this training, [ ] completed Writing Workshop #17 on 30 January.

C. [ ] fractured her left elbow on 31 January. With her arm in a cast she reported to work on Monday morning.

D. [ ] who has been on sick leave since 20 January, is recovering and hopes to be back next week.

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